



BRANDON SYSTEMS INSTITUTE

1130 17th Street, N. W., Washington, D. C. 20036 Tel: 296-0678

BETTER CONTROL  
OF SYSTEMS  
DEVELOPMENT TASKS

Dear Sir:

New hardware permits, and today's management demands, bigger things from the data processing staff. Old applications are being revised. New and more complex applications are being proposed. That puts pressure on systems design and on project management.

"Computer Systems Analysis Techniques" and the new companion course "Project Control Systems for Data Processing" are designed to help you strengthen your systems analysis capability, and do a better job of estimating, scheduling, and controlling software development.

The systems analysis seminar is for data processing management with systems responsibility, and for systems analysts as well. It describes a body of sound techniques for systems analysis that have the added virtue of fitting together into a coherent whole. This unity is important because it helps you see the systems design task more clearly, and opens the door to the many advantages of implementing a common approach to systems analysis.

"Project Control Systems for Data Processing" is intended for data processing managers responsible for estimating the manpower needed to complete systems design and programming tasks.

It presents a practical, workable approach to the estimating and scheduling assignment, and control techniques for monitoring progress of the software development task.

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A Division of BRANDON APPLIED SYSTEMS, INC.

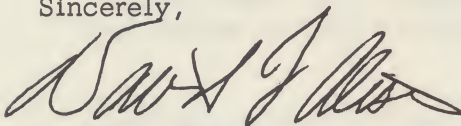
These two complimentary seminars are scheduled for presentation on three consecutive days. They are open to registration either individually or together. Your organization may apply the lower, three-day course fee either to one man attending both courses or to a different student at each. The courses will be given on these dates:

	<u>Washington, D.C.</u>	<u>New York, N.Y.</u>
Computer Systems Analysis Techniques.....	January 18-19	January 24-25
Project Control Systems for Data Processing.....	January 20	January 26

Washington courses will be given in the Board Room of the Coal Building, near the 17th Street entrance to the Mayflower Hotel. New York courses will be at the Algonquin Hotel.

"Computer Systems Analysis Techniques" and the new "Project Control Systems for Data Processing" are seminars aimed at two major problem areas in data processing -- the conduct of systems analysis under today's more demanding conditions, and the manpower scheduling/project control tasks in software development. We hope you will agree that training in these areas can be of measurable value to your organization.

Sincerely,



David F. Alison  
Director





BRANDON  
SYSTEMS  
INSTITUTE

**COMPUTER  
SYSTEMS ANALYSIS  
TECHNIQUES**

**New York**

Algonquin Hotel  
January 24-25

**Washington**

The Coal Building  
January 18-19



**PROJECT CONTROL  
SYSTEMS FOR  
DATA PROCESSING**

**New York**

Algonquin Hotel  
January 26

**Washington**

The Coal Building  
January 20

**register me for:**

☐ New York, N. Y.

☐ Washington, D. C.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
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Phone: \_\_\_\_\_ Zip: \_\_\_\_\_

Systems  
Analysis ☐

Project  
Control ☐

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Bill Me

☐ Bill My Company

**data processing seminars**

BRANDON SYSTEMS INSTITUTE



**COMPUTER  
SYSTEMS  
ANALYSIS  
TECHNIQUES**



WASHINGTON, D. C.  
January 18-19

NEW YORK, N. Y.  
January 24-25

**PROJECT  
CONTROL  
SYSTEMS FOR  
DATA  
PROCESSING**



WASHINGTON, D. C.  
January 20

NEW YORK, N. Y.  
January 26

## Two Related Courses

### COMPUTER SYSTEMS ANALYSIS TECHNIQUES

A two-day course for experienced data processing systems managers and systems analysts. Presents a unique compilation of systems techniques, and a defined discipline of systems analysis for use in present and planned computer installations. Emphasis is on commercial applications. The registration fee of \$155 includes luncheons and student materials.

**WASHINGTON, D. C.**

**January 18-19**

**NEW YORK, N. Y.**

**January 24-25**

### PROJECT CONTROL SYSTEMS FOR DATA PROCESSING

A one-day course on practical systems for estimating, scheduling, and control of systems analysis and programming projects. For data processing managers and others who are responsible for the management of systems and software development projects. The registration fee of \$110 includes luncheon and course materials.

**WASHINGTON, D. C.**

**January 20**

**NEW YORK, N. Y.**

**January 26**

**BOTH COURSES:** These related courses may be taken together at the three-day registration fee of \$200.

## INSTRUCTORS

**Max Gray, Vice President—Operations**  
**Brandon Applied Systems, Inc.**

Mr. Gray is a specialist in installation management. His areas of concentration include the development of methods and performance standards, evaluation of installation performance, evaluation and selection of equipment, and design and implementation of data processing applications. During eight years in data processing, Mr. Gray's practical experience has encompassed the administration of complex planning and developmental projects, supervision of programming and operating personnel, and organization of managerial and technical training programs. His background provides specialized knowledge of banking, accounting and inventory applications.

**Herbert B. Lassiter, Senior Consultant**  
**Brandon Applied Systems, Inc.**

In his nine years in data processing Mr. Lassiter has served as senior consultant, systems engineer, and data processing instructor. He has supervised systems design and programming activities, and the implementation of systems for both commercial and government organizations. Mr. Lassiter has recommended and installed data processing standards, instituted successful organizational changes connected with data processing use, and has acted as advisor to management of large computer installations.



## COMPUTER SYSTEMS ANALYSIS TECHNIQUES

Instructor: Max Gray

**COURSE OBJECTIVE:** Presents an organized, unified body of techniques for the conduct of systems analysis projects, and a defined discipline of systems analysis for use in present and planned computer installations.

### COURSE OUTLINE

#### FIRST DAY

##### Introduction

- Course Objectives
- The Scope of Systems Analysis
- Summary of Tasks

##### The Feasibility Study

- Objectives
- Elements of the Study
- Steps in the Study
- Documentation Points
- Presentation of Findings
- Problem Definition

##### Analysis of the Present System

- Techniques for Analysis
- Tasks in Analysis
- Documentation Requirements
- The Requirements Specification

#### SECOND DAY

##### Design of the New System

- The Output
- The Input
- The Files
- Program Specifications
- The Documentation
- Communication
- The Process

##### Standards for Systems Design

- Performance Standards
- Methods Standards
- Organization and Implementation
- Development and Documentation

##### Summary and Review

- Control Points for Project Management
- User Participation
- Interface with Programming

## PROJECT CONTROL SYSTEMS FOR DATA PROCESSING

Instructor: Herbert B. Lassiter

**COURSE OBJECTIVE:** Presents workable, orderly methods for controlling systems and programming projects.

### COURSE OUTLINE

#### Project Selection

- Analysis of User Request
- Preliminary Task Outline
- Estimating Resource Requirements

#### Project Authorization

- Priority Assignment
- Defining User Commitment
- Management Approval

#### Establishing the Project Plan

- Developing Detailed Task Outline
- Determining the Skills Required
- Establishing Project Checkpoints

#### Estimating Techniques

- For Systems Development
- For Programming

#### Personnel Assignment

#### Project Scheduling

- The Task/Skills Availability Matrix
- Quantifying Resource Assumptions
- Scheduling Techniques

#### Project Budgeting

#### Project Control

- What to Look for at Checkpoints
- Effect of System Changes

#### Implementing Project Control Systems

- Identifying Elements to Be Controlled
- Testing the Project Control System
- Installing the Project Control System

#### Case Studies in Project Control



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**COMPUTER  
SYSTEMS ANALYSIS  
TECHNIQUES**

**New York**

Algonquin Hotel  
January 24-25

**Washington**

The Coal Building  
January 18-19



**PROJECT CONTROL  
SYSTEMS FOR  
DATA PROCESSING**

**New York**

Algonquin Hotel  
January 26

**Washington**

The Coal Building  
January 20

# register me for:

☐ New York, N. Y.

☐ Washington, D. C.

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Systems  
Analysis

☐

Project  
Control

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☐ Bill My Company

# business reply card

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FIRST CLASS

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WASHINGTON, D.C.



## SEMINAR LOCATIONS

### Washington, D. C.

The Coal Building  
1130 17th Street, N.W.

### New York, N. Y.

Algonquin Hotel  
59 West 44th Street



## BUSINESS OFFICES

### New York, N. Y.

300 East 42nd Street  
(212) YU 6-1518

### Washington, D. C.

1130 17th Street, N.W.  
(202) 296-0678